



CITY OF ROSENBERG

VOLUNTEER POSITION DESCRIPTION



VOLUNTEER OPPORTUNITY: Office Clerk

Department: Rosenberg Police Department – Criminal Investigations

Location: Rosenberg Police Dept.; 2120 4th St.; Rosenberg, TX 77471

ESSENTIAL JOB FUNCTIONS:

- Type and/or prepare correspondence.
- Prepare and maintain necessary files in public records (both paper and electronic), including sorting, filing, and scanning documents.
- Copy CDs and DVDs, as requested.
- Screen incoming calls to establish the nature and priority of the call, and forward the call to the appropriate person.

ADDITIONAL FUNCTIONS OF THE JOB:

- Perform other job-related functions as assigned.

Qualifications:

- Must be able to operate office machines, including personal computers and related software, photocopiers, and scanners, as well as accurately record and transmit information. Demonstrate phone professionalism and courtesy with the public when gathering or communicating information, as needed.

Skills and Abilities:

- Ability to work with extensive detail for sustained periods while maintaining a high degree of accuracy.
- Ability to read, write and communicate effectively in person or by telephone with the public.
- Ability to be entrusted with confidential information.

Physical and Mental Demands:

- Stand, walk, see, hear, talk, write, walk, sit; good manual dexterity and ability to stoop, kneel or bend. There could be some light lifting and carrying, as well.
- Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Requirements:

- Minimum age: 18
- Time Commitment: Regular weekly – 2-3 days a week; 5 to 8 hours

Training:

All necessary training will be provided.

Environmental Conditions:

The volunteer will work in an office environment.

How To Apply:

Complete a Volunteer Application Form and Consent form to Conduct a Criminal History Check – Visit the City's web site: www.ci.rosenberg.tx.us – or contact Volunteer Coordinator, City of Rosenberg, 2110 4th Street, Rosenberg, TX 77471 (832-595-3323) – volunteer@ci.rosenberg.tx.us